



DRAFT

Meeting Minutes



Police Advisory Board	
Date & Time:	Thursday August 20, 2015 7:00 pm
Location:	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR



P.A.B. Members:	Council Liaison:
Laurie Zwingli-Chair	Linda Henderson
Bob Silverforb-Vice Chair	City Staff:
Diane Foster	Jeff Groth-Police Chief
Sean Garland	Angie Hass-Executive Assistant
Dave McCart	
Rich Miller	
Amy Miller-Juvé	
Christian Verkest	
Chris West	

1. Call to Order (Chair)

Chair Zwingli called the meeting to order at 7:01 p.m.

2. Roll Call (Chair / Staff)

Board Members Present: Chair Zwingli, Vice Chair Silverforb, Diane Foster, Rich Miller and Amy Miller-Juvé

Board Members Absent: Sean Garland, Dave McCart, Chris West - (*Christian Verkest arrived at 8:47 p.m.*)

Staff & City Council Liaison Present: City Manager Joe Gall (sitting in for Chief Groth), Executive Assistant Angie Hass, Councilor Linda Henderson and Captain Ty Hanlon

3. Approval of minutes (Chair)

a. July 16, 2015 Meeting Minutes

A motion was made by Vice Chair Silverforb to approve the July meeting minutes. The motion was seconded by Amy Miller-Juvé. All present members voted in favor.

4. Business (Chair)

a. Follow-up discussion of Community Input

Chair Zwingli reported that since the last meeting, her and Amy Miller-Juvé had attended the Robin Hood Festival and had spoken to several people. Rich Miller stated that he had spoken to members of his church. Vice Chair Silverforb reported that he had attended a dinner at Fat Milos and had asked more of the same questions and had received basically the same answers. Overall, folks seemed to be satisfied with police services. The main complaint seemed to be about speeding. He stated that he explained to those people that Sherwood has only one Traffic Officer. It was noted that Money Magazine just rated Sherwood #6 as the best small city in the country to live in. Rich Miller stated that he pretty much heard the same from the folks he'd spoken to. He shared that his church hosted a Kick Off for a Rest Stop for Sherwood Police Officers and a lot of people attending stated that the #1 concern was traffic and #2 was drugs. Most seemed to be very satisfied with the way things are. Drugs at Stella Olsen in particular, was mentioned.

Chair Zwingli asked Vice Chair Silverforb if folks gave info easily or if he had to work to get it. He stated that for the most part, folks were happy to share. Chair Zwingli asked Diane Foster what she had learned. She stated that she had spoken to several parents that had the same concerns. Most were not aware of statistical information.

Amy Miller-Juvé shared what they had learned at the Robin Hood Festival. One statement they heard was that officers should be more aggressive when it came to traffic. She had to ask a lot of probing questions. A lot of people needed more information before answering questions and that Chair Zwingli was helpful in providing that info. They had shared a lot of the app cards as well and folks seemed excited to try it. They had spoken to a lot of people who did not live in Sherwood, but who thought it was great that Sherwood PD had an Advisory Board.

She mentioned that she had met someone whose wife is involved with a peer court in Tigard. Chair Zwingli shared how a peer court works and that the process is ran by high school age kids. Thought it would be an interesting thing to pursue.

i. Next steps

After speaking to folks at the festival, Chair Zwingli and Amy Miller-Juvé felt that a lot of people just don't have information and would like to start working on how to get this information out. There are many ways to get out, but it doesn't seem to be enough. Rich Miller suggested tweeting and retweeting statistics, to try coming from different angles, but replaying the same statistics. Chair Zwingli asked if he was talking about social media and he stated yes, as well as the app. Repeating basic information over and over again will get people to remember. Vice Chair Silverforb described how the effects of articles in the Gazette can get to people. Felt that if there was a regular column in the Gazette for the police to get info out, it would be beneficial. He stated that he chooses to not to be on Facebook and most people he knows do not either. For some

age groups, Facebook works, but not all. Rich Miller agreed that it is important to do different things to get to the different age groups. Diane agreed. Suggested reposting the annual report so it reappears in Facebook feeds. Rich Miller asked if it would be acceptable for the board members to put on their own social media sites, if they wanted to, since they are advocates for the police department. Chair Zwingli stated that for the most part, it is their job to provide the information to the public so they can make informed and educated decisions in the future. When they are talking to citizens, it seems that citizens don't have all the information so they can't really have in-depth conversations. Once the information is out there, real conversations can happen. Need to figure out how to get more broad-based. Rich Miller stated that they need to be careful to get information out there, in an un-biased way.

Vice Chair Silverforb asked City Manager Gall if the staffing study is going to be doing this type of thing. City Manager Gall took a moment to remind everyone that their role as an advisory group is an advisory group to the council. Their main job is to make recommendations to the seven members of the city council. Chair Zwingli asked how best to get the information to the council. City Manager Gall stated that a work session or a written report, distributed to each council member would be good. City Councilor Renee Brouse was present and stated that showing up at a meeting and presenting, would be very appreciated. Councilor Henderson agreed and asked Vice Chair Silverforb how his work with this board compares with the Urban Renewal Advisory Board that he had previously served on. He stated that they always had something solid to work on, always looking for more opportunities and there were a lot of people presenting. It was quite a bit different from what the Police Advisory Board is doing. The Police Advisory Board is truly more of an advisory board. City Councilor Henderson was asked if, as a liaison, does she provide a report back to the City Council. Councilor Brouse stated that while Councilor Henderson does an amazing job, it might be more impactful if the Police Advisory Board presents. Vice Chair Silverforb asked if it would be a good idea to present after a six month period. Councilors Brouse and Henderson, as well as City Manager Gall, all agreed that a work session would be much more productive. It was agreed that most community members don't have a lot of information and basically have little contact with Officers. City Manager Gall shared that Chief Groth would like the board to think about the future of the PD and how best to spend monies.

Councilor Henderson shared that one topic on the table currently is whether or not the City wants medical marijuana dispensaries to sell recreational. The other subject is the Brookman Project, where they are wanting to add 259 new homes, with literally no north access. She wonders how that will affect the service levels with the Police Department. Need to be thinking about if it gets on the ballot and discuss future. She stated that these are a few examples of things that the Police Advisory Board could work on and share at a work session, after the board has had a little more time. Rich Miller stated that he didn't feel they were at a place yet to come up with a plan. They would first need to get information out and then gather thoughts and info from community members in order to present plan. Asked who would be available to help them? City Manager Gall stated that the Chief and some admin support could be available. They may not have

staff available, but the board should still ask. Rich Miller asked if they wanted to do a social media campaign and staff doesn't have time, would the City be able to lend time. City Manager Gall said maybe a little and explained that the City staff is still having difficulties keeping up and still learning about posting on social media. The Police Department is a little ahead of the curve, as they have had their Facebook page a little bit longer. Whereas the City has only had their Facebook page a little while. Chair Zwingli wondered if they have a need, who should they ask. City Manager Gall stated that they need to identify their needs and let Chief Groth know. They don't have to worry necessarily how to fund. Chair Zwingli stated that they need to get info out and need assistance with that before they can do their job. Councilor Henderson suggested inviting people to the Police Advisory Board meetings. City Manager Gall stated that he liked Diane Foster's idea about reposting annual report on social media. Councilor Henderson stated that the City has an intern doing some work for them and maybe that would be something that could benefit the Police Advisory Board.

City Manager Gall reiterated that the board can always ask for what they need or want and the City will try to come up with way to assist. He would need to know what all they needed before new budget is created. In a few months, they will have a lot more information than what they have now, once the staffing study is complete. Vice Chair Silverforb agreed that information will be instrumental in helping them.

Councilor Henderson identified a more pressing issue, which is the selling of recreational marijuana in medical marijuana dispensaries and stated that a work session will be held on September 1st and possibly at the September 15th meeting also. She stated that the Police Advisory Board helped greatly with the initial medical marijuana dispensary decision making process. City Manager Gall stated that one action item could be that Mayor Clark could add to the agenda. Chair Zwingli asked how to get them on the agenda. Councilor Henderson said that they would need to let City Manager Gall know and he will pass along to the Mayor. It will be up to her. Rich Miller asked for more clarification on what the new ordinance would be. Councilor Henderson stated that the board members could weigh in. Amy Miller-Juvé shared that she did get a lot of information from the public. Councilor Henderson stated that the board members could forward info on to the Chief or Angie and then they could forward on to the council. Diane Foster asked what some of the main concerns are. Councilor Henderson is concerned about the amounts of money and people coming into town and all that could bring to Sherwood. Also concerned that selling medical and recreational has not been done before. We don't know completely what we're dealing with. Rich Miller stated that he was not aware of this until Councilor Henderson brought up at this meeting. City Manager Gall shared that the State has basically jump started the selling of the recreational and didn't give communities enough time to figure out how best to deal. It will not be difficult for the City to come up with an ordinance to not allow the recreational sale. This is all very fast moving. Rich Miller stated that this is one thing that frustrates people. Based on that, he would suggest that this group present to disallow. Amy Miller-Juvé felt that she would need more information and Chair Zwingli agreed. She would need to get out and speak to citizens to see what people think. Councilor Henderson

asked if everyone knew where the dispensary will be going in (across from DEQ). City Manager Gall stated that they don't even know if the owner of the dispensary is wanting to do this. Vice Chair Silverforb stated that he would need more time also. Time to read up and speak to community. Diane Foster asked about accessing information from the League of Oregon Cities. City Manager Gall asked if the board would want to just attend or present at the work session? Amy Miller-Juvé, Diane Foster, Rich Miller and Chair Zwingli stated that they would like to research and present. They believed that they could come up with a presentation by September 1st. City Manager Gall suggested that they vote on whether or not to present as a group. Amy Miller-Juvé motioned to ask Mayor Clark if they can present on September 1st at 6:30. Rich Miller seconded the motion and all were in favor. Vice Chair Silverforb stated that he wasn't sure if he could make it, but would try. Chair Zwingli asked if they need to send an e-mail. City Manager Gall stated that he would pass the message along to Mayor Clark. Councilor Henderson suggested that someone e-mail the Chief and let him know of their decision. Chair Zwingli agreed. Amy Miller-Juvé asked if someone does find helpful information can they send on to the Chief and / or Angie so that it can be shared with everyone, since there is such a short time line. It was stated that would be okay.

Rich Miller asked if they want to circle back around to discuss how best to get information out. He wondered if it would be a good idea to have someone present to the group about how best to get things out on social media. He feels that getting out to social media is the best, but would really like to get a professional opinion. City Manager Gall explained how the Chief had someone come in who helped his staff with Facebook and showed them how and what works well. He suggested that perhaps this person could be invited to their next meeting. Amy Miller-Juvé was not sure if social media is the best way to get info out. Friends of hers wouldn't necessarily read reports on social media. She thinks it best to get out and talk to folks. Vice Chair Silverforb questioned as to if getting this information out there is going to be that helpful. Asked if people really care? He felt that after living in this community for as long as he has that people tend to get more riled up about things that personally affect them. He simply doesn't feel that although this information is important to the board members, others might not really care. One example he gave is the lack of community members at Police Advisory Board meetings. He feels that they are going to be putting a lot of effort into something that might not matter. Amy Miller-Juvé shared examples of how conversations went when talking with community members. Vice Chair Silverforb asked if they also shared with people the dates of the meetings, app cards, etc. Amy Miller-Juvé stated that they did do that. Vice Chair Silverforb said that when something's on the ballot, that affects the community members and they will care. Rich Miller affirmed that they don't want to spin their wheels. Diane Foster reminded group about previous discussion regarding community academy and how helpful it could be to have and effective in getting information to people, children and adults alike. City Manager Gall agreed that it is very valuable and shared experience he had with other agencies. He had learned a lot and explained how a lot of people attended were nay sayers at the beginning, but then had a new appreciation after going through the academy. He suggested that the board consider asking the Police Foundation to assist and maybe the City Council as well.

Amy Miller-Juvé stated that she is a very visual person and that since so many good ideas had been discussed this evening, she thought it would be helpful to have a “parking lot” to list all the subjects so that they can all look at on a white board, etc. Councilor Henderson shared how Chair Zwingli wears two hats, as she is part of the Foundation and that perhaps the Foundation could write up a grant to help fund a citizens academy. Captain Hanlon brought out a white board for Amy Miller-Juvé to write up ideas that had been discussed.

◆ Citizen Academy ◆ Social Media Presentation ◆ Facebook Campaign ◆ Intern-Info Out ◆ Monthly Article in Gazette ◆ Open House ◆ Joint Work Session ◆ Peer Court (HS)

A discussion then ensued as to how best to prioritize. Dian Foster suggested scheduling a social media presentation. City Manager Gall suggested speaking with Chief Groth about bringing in the person that he had in. Councilor Henderson will look into internships and asked board members to share when they find helpful information regarding dispensaries. Chair Zwingli stated that if they can schedule the social media presentation, that would help to address the Facebook campaign. Vice Chair Silverforb suggested that the Chief take a look at the list to get his input on prioritizing. All agreed.

Councilor Henderson asked City Manager Gall how the staffing study will be getting out there. He replied that it will be on the City website, etc. He also added that he believes people do care, they’re just busy. When the City receives a #6 for safety, people are going to ask, “what’s the problem”? We don’t need to do anything. Chair Zwingli shared an incident that occurred in Sherwood and how it was shocking to hear that something like that could happen in Sherwood. She was also surprised that she hadn’t heard about it before. City Manager Gall asked Chair Zwingli how she, as a community member, would like to receive this type of information. She replied that she would not want it on her computer and went on to explain that she is on her computer all the time for work. She really doesn’t want to get news that way and would prefer some other way. A Flash Alert on her phone would be preferred. Captain Hanlon explained how social media has affected his job and how difficult it is to keep up. He has to be very careful what he puts out as he will get so many calls. He believes that a Facebook campaign could work, but they would have to be thoughtful how they go about what they post. Discussion took place regarding all the types of social media. Captain Hanlon stated that he could help the board with writing up a campaign, specifically target dates, etc. Councilor Henderson offered suggestions of things for the PD to post on Facebook. Captain Hanlon asked the group to let him know if there is ever anything they would like to have posted. Councilor Henderson suggested the new crosswalk on Murdock, for example.

Chair Zwingli shared a concern that Sean Garland had regarding the trestle fire not being posted on the SPD App. Captain Hanlon explained the challenge he was having trying to get posted on the app. In order for him to post on the app, he has to actually log on to a computer, which was not available to him while he was on scene. Chair Zwingli shared that the app cannot be loaded onto phones that are a little bit older either. She

also stated that she would like the Chief to look at the list of items discussed tonight and get his idea for prioritizing. She felt that it would be important to get a social media person here for next meeting. City Manager Gall will speak with the Chief.

Chair Zwingli asked to open up a discussion regarding a board member missing more than so many meetings and if they want or can do anything about that. Councilor Henderson stated that she felt it would be helpful to have a full board when making decisions. It was suggested that the board member could be skyped in. The board member in question has been away on business and does still want to be on the board. Captain Hanlon stated that they could also be conference called in and wouldn't necessarily need to be skyped. This person represents the business community and their input is valuable. Everyone shared their thoughts. Chair Zwingli wondered if the board would like to have a policy in place for the future and stated that conference calling in would be acceptable. Diane Foster felt that since they are a new board and he is still interested in, maybe it is okay to leave as is. If in the future, things change, maybe revisit at that time. City Manager Gall suggested that in the future, if they have an empty seat for a longer period of time, they may need to go to the Council. The way things are set up, the Council is the only one that can remove someone. Councilor Henderson stated that in all her years, they have never removed anyone.

8:47, Christian Verkest arrived and apologized for late arrival, due to work.

5. Staff report(s)

Chair Zwingli asked if there was any other business. Councilor Henderson stated that she would like to have a section on the agenda for her to share news. City Manager Gall explained that is how it generally works. Chair Zwingli asked Angie to add to future agendas. Councilor Henderson stated that sometimes Councilor King would attend in her absence.

City Manager Gall shared a bit about the staffing study company that was chosen and the process. The cost will be more than what was budgeted. They did an internal investigation of the seven companies that they received offers from. Ultimately, they wanted a company that had done staffing studies with police departments, not fire departments, etc. The company chosen is called Matrix Consulting Group and they are out of California. Police departments are their specialty. They have very specific tasks and time line. Their office out of Spokane will be conducting the project and they have a 13 week schedule. He feels there will be some great information to come out of this. Vice Chair Silverforb stated that he had checked out their website and that they have done a lot of great things. Chair Zwingli asked when they will start. City Manager Gall stated that he is hopeful they will be ready to start by September 1st. Chair Zwingli asked if the \$18,000 extra will have to come out of the PD budget. City Manager Gall stated that it would be coming out of the general budget, but feels that it is very important.

Captain Hanlon provided an update on the hiring process for the current open position. Invitation to test letters have been sent to 80 applicants. The hope is to have someone by the beginning of December.

6. Citizen Comment

No citizen comments.

7. Adjourn (Chair)

Vice Chair Silverforb moved to adjourn the meeting at 9:05 p.m. and Amy Miller-Juvé seconded the motion. All agreed.

Approval of Minutes:

Chair Zwingli

Attest:

Angie Hass, Executive Assistant